



JOB DESCRIPTION

Position Title: **Probation Officer**

Working Area: **Probation**

Class Code: 4916

Non-Exempt

EEO Code: 05

Effective Date: August 30, 2002

Major Function

Professional work supervising, monitoring, and counseling court ordered probationers. Ensures compliance with court ordered conditions, prepares violation reports with appropriate recommendations, expedite service of warrant or notice to appear to include conducting the arrest if necessary and testifying accordingly in court.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises probationers on matters pertaining to employment, conduct, domestic situations, and special condition compliance.

Collects facts related to offenses committed by a defendant for pre-sentence investigations. Interviews witnesses and attorneys involved in a particular case. Checks and verifies criminal records for inclusion in pre-sentence investigation for benefit of sentencing judge. Prepares confidential evaluations of defendants.

Proposes probation plans for confidential consideration of the sentencing judge. Gives confidential evaluations of the adequacy and desirability of adoption of probation plans.

Insures proper security measures are followed in all areas including case files, release of information, handling of payments and officer security.

Takes appropriate and timely action upon knowledge of offenders violation of probation conditions in accordance with written guidelines. Serves Violation of Probation Warrants and Notice to Appear documents, and makes arrests on assigned probationers per division policy.

Is present and prepared for required court appearances, being prepared encompasses knowledge of subject matter as well as appropriate dress and demeanor.

Maintains a professional working relationship and provides assistance where needed with all personnel involved in the criminal justice field and the public. Participates effectively and professionally in staff meetings, on teams, training and conferences.

Makes routine and non-routine field visits to client's homes and job sites for supervision and compliance purposes.

Documents in a timely manner all personal and collateral contacts with probationers, administers the collection of all court ordered payments, conducts urine tests and pursues early terminations and modifications of probation where appropriate.

Prepares and submits, in a timely fashion all County Probation statistical information and similar reports. These include, but are not limited to daily travel logs, weekly attendance and leave reports, and monthly office statistical reports, and long distance telephone logs.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Considerable knowledge of the principles and practices of probation supervision. Knowledge of personal computer operation.

Ability to establish and maintain effective working relationships with probation agencies, law enforcement personnel, and the general public. Ability to maintain confidentiality of evaluation information. Ability to communicate and deal tactfully and effectively with offenders and the general public. Ability to communicate effectively both orally and in writing. Ability to operate a personal computer and use software programs.

Bachelor's Degree in Psychology, Sociology, Criminal Justice, or a closely related field and six (6) months' experience in probation investigations and supervision.

Must possess and maintain a valid Florida Driver's License.

Preference will be given to applicants with foreign language skills in Spanish. Ability to read, write and speak Spanish is desirable.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.